

614005/14/01

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: CURATOR OF COLLECTIONS

DEFINITION

Under general supervision, to organize programs, manage public relations programs, and raise funds for special museum projects, exhibits, and activities; to prepare and maintain Museum records pertaining to accessions, deaccessions, loans, and general inventory; and to do related work as required.

REPORTS TO: Museum Director or Administrative Curator

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Museum Director or Administrative Curator. May exercise lead supervision on a project basis over assigned staff including volunteer docents.

EXAMPLES OF DUTIES

Typical duties may include, but are not necessarily limited to, the following:

- Develop and maintain record systems to control and identify objects accessioned by the Museum.
- Research primary and secondary sources to identify accessioned objects.
- Confer with staff specialists and local persons possessing authoritative knowledge of a particular field.
- Serve as professional Riverside Municipal Museum expert on textiles and costume matters on site and to the community.
- Process all objects to be loaned from the collections, and all incoming loans for special use.
- Maintain appropriate records to establish responsibility and values of all such loans.
- Coordinate all collection-related activities.
- Maintain equipment and collection inventory records.
- Author grant applications and administer said funding.
- Supervise and train volunteer Museum workers.
- Make minor repairs of damaged objects when appropriate.
- Mark objects in accordance with accepted Museum practices.

QUALIFICATIONS

Knowledge of:

- Modern office methods and practices.
- Principles, practices, and techniques of Museum accessioning.
- Recordkeeping principles and practices.

- Correct English usage, spelling, grammar, and punctuation.
- Private and public funding sources.

Ability to:

- Prepare and maintain complex and technical record systems.
- Perform difficult clerical museum work; perform limited research; and properly handle museum objects.
- Employ good judgment and make sound decisions in accordance with established procedures and policies.
- Rapidly and accurately type a wide variety of cards, letters, forms and reports.
- Communicate clearly and concisely, orally and in writing.
- Work effectively with a variety of staff, volunteers, governmental agencies, media, corporations, and the public.
- Work independently and creatively on projects as assigned.
- Coordinate and administer a series of diverse events with a variety of people.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major work in museum studies, historic resources management, education, communications, history, or a closely related field of specialization.

Experience: One year of experience in Museum Collections Management activities including experience with a computerized database and other related software and equipment.

MEDICAL CATEGORY: Group 1

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Curator of Collections

TO: Museum Curator